



## **JOB DESCRIPTION**

Title: **BUILDING PERMIT SPECIALIST**  
Department: Public Services/Inspection  
Class Code: 6640  
FLSA Status: Non-Exempt  
Effective Date: July 1, 1994 (Rev. 010/2005)  
Grade Number: 11

### **GENERAL PURPOSE**

Under general supervision from the Chief Building Official and Plans Examiner, performs clerical and paraprofessional duties related to plan review, building permits and inspections.

### **EXAMPLE OF DUTIES**

- \*-- Reviews plan log and tracks permit applications insuring applications are moving through various departments and steps toward a permit.
- \*-- Answers various questions regarding building permits and what is necessary to obtain one.
- \*-- Verifies required information is included on plans and permit applications submitted for building permits before they are accepted for review using department plan submittal forms.
- \*-- Determines which plans are simple enough they can be reviewed while the applicant waits while coordinating with Plans Examiner.
- Logs plans that are complete, but cannot be checked at time of submittal.
- \*-- Calculates square footage of proposed construction and building permit fees, as well as sewer and water connection fees and fire sprinkler permit fees.
- Researches division files for tenant improvement applications and indicates basic information about existing buildings on permit applications. Pulls existing plans from files as needed for reference.
- \*-- When needed, issues building permits after approvals are received from all applicable City departments and Plans Examiner.

- \*-- Operates various office equipment such as computer, calculator, and reproduction machines.
- Processes accounts for project completion refunds.
- Files residential building plans.
- Performs other duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from High School and three (3) years full time experience as a drafting, engineering, architectural aide, or related experience OR any equivalent combination of education and experience.
- Experience in customer service or public contact is advantageous.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge identifying components of construction plans, specifications, structural calculations, energy analyses, and material safety data sheets.
- Ability to follow instructions and make minor decisions in accordance with established policies and procedures.
- Ability to perform accurate mathematical calculations.
- Ability to read and write legibly and learn assigned clerical tasks readily.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

## **TOOLS & EQUIPMENT USED**

Personal computer, including word processing and permitting software; calculator; copy and fax machine; phone.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in office settings. Hand-eye coordination is necessary to computers and various pieces of office equipment.

- While performing the duties of this job, the employee is frequently required to stand or sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.